Payment Plan Guide

**Students** choose the Bill + Payment for Students link below (go to page 2 on guide).

**Authorized Users** choose the Bill + Payment for Authorized Users link below (go to page 3 on guide).
Mason Students Only:

Log into the TouchNet Bill and Payment System with your **NetID** and Password. Using regular Single Sign on.
Payment Plan Guide: Authorized User Log In

*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts website
On the Home Page, you may click on “Payment Plans” at the top of the screen or “Enroll in Payment Plan” in the middle of the page.
This screen allows you to either manage your current payment plan, or to view your plan history (this shows plans that you have had in the past as well as the current plan if you are in one).

This screen is where you select the term to enroll. After selecting the term in the drop down, click “Select”.

If there are no terms available, then there are no payment plans open for enrollment. Please review plan enrollment deadlines on the Student Accounts Website. https://studentaccounts.gmu.edu/payment-plans/
After selecting the term, you can then choose the payment plan you want from the installment offerings for the term. For example: the 2 Pay Plan option is for 2 installments of 50% each plus the plan contract fee (refer to the plan for the cost of the contract fee as this may change).

If you wish, you may click “Details” and it will show a breakdown of the plan before you select it. This can be used to compare the different plans available.

Once done, click “Select”.
This screen will show the full details of the payment plan including:

- Installment dates
- Amount due for each installment
- Amount due at the time of plan enrollment (includes the contract fee* and any down payments).

*The cost of the plan contract fee may change each academic year, please refer to the plan details. This is a one time fee for enrollment into the plan each semester.

Move forward in the process to get to the payment selection screen.
International payment methods such as TransferMate and Flywire cannot be used in the payment plan at this time.

**If you select PayPath as your payment option, it will bring you to the PayPath website to put in your card information. A vendor convenience fee for card payments will be charged with each installment.**
This screen shows what information you need to include when making an electronic check.

The routing and account number are required for electronic check.

If your bank has 2 routing numbers (one for wires and one for ACH), use the ACH routing number.

Make sure you do not enter your debit card number as the account number.

The name assigned in “Save payment method as” will be used as a nickname for scheduled payment and saved in your payment profile.
This screen shows the payment plan agreement. In order to complete plan enrollment, you must agree to the terms.

Please read carefully, and any questions you have can be sent to saccount@gmu.edu. Once you are done reading, check the “I agree to the terms and conditions” box and then click “Continue”.

Note: You may also print off the agreement here.
This screen shows the progress of your payment plan. If you would like to pay an installment early, click “Pay Next Installment”, otherwise let the plan automatically charge your enrolled payment account on the due date. If you want to pay your whole plan at once or the remaining balance, click “Pay off Plan”. You can also view the agreement that was made prior, just click “View Agreement”, you can also print that screen here if you did not do so earlier.
If you have created a payment plan but need to change the payment method for a single installment, navigate to your payment plan and select the cogwheel icon under Action for the installment you wish to pay from an alternative source. The option to Edit will appear. Follow the instructions to change the payment method.

*Only the person who created the plan is able to modify the payment method.*
If you have created a payment plan but need to change the payment method for all future installments, navigate to your payment plan and select “Update All Methods”. *Only the person who created the plan is able to modify the payment method.
A new screen will appear which will allow you to choose a new payment method. If you have other saved payment methods, these will also be displayed. If you do not see an option for what you would like, for example switching to a bank account. Save your new payment method to your payment profile, then come back to these steps to view the desired account. Follow the steps to complete the process of changing your remaining installments to your new payment method.